

Microsoft Teams – Homework and Much More

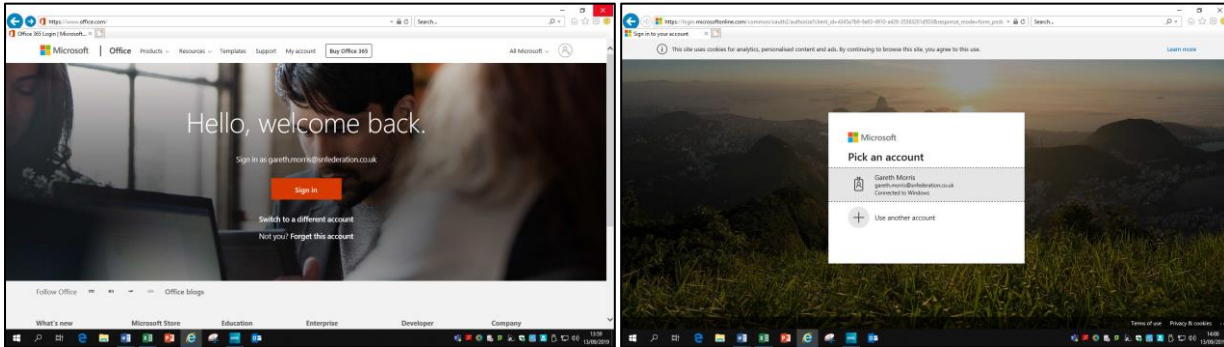
Please note this all looks slightly different on a mobile device.

First sign in to Office 365

www.office.com

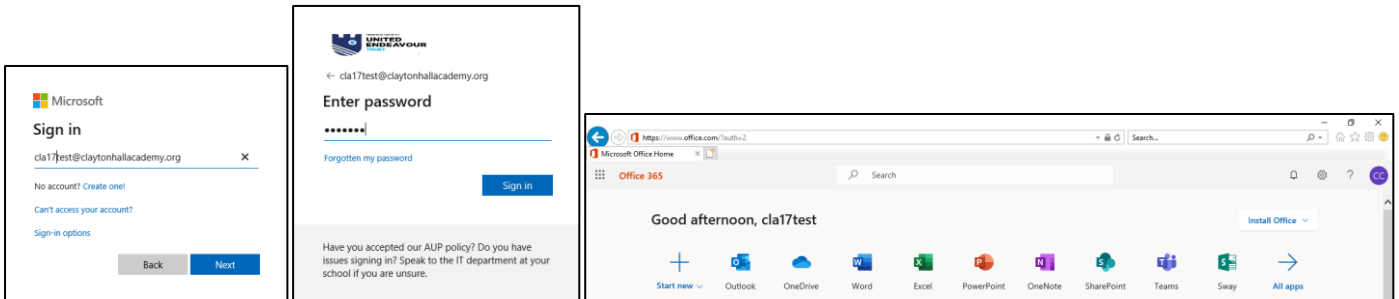
Use your school email address and school password to do this.

Your first screen may look like one of these – Either Click Sign In or choose the correct account and then sign in:



Now add your email address and click next, then add your Password and click Sign In:

e.g. 19gmorris@claytonhallacademy.org with your School Password.



This is then the home screen for Office 365:

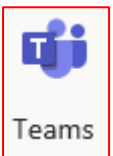
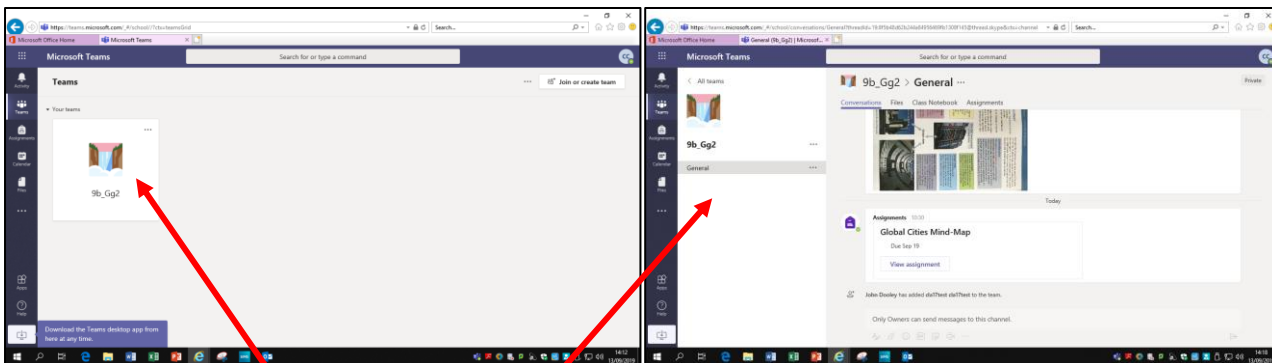
Office 365

Office 365 gives you access to so much! Anywhere in the world with internet access on any device!

- There are even Office 365 Apps you can download to your mobile devices too.
- Outlook – Your School Email – remember to always use it professionally
- One Drive – Your Online filing cabinet – create a folder for your subjects and stay organised
- Word, Excel, PowerPoint – Online versions even if you don't have them at home you can use them in the cloud!
- And of course, **Teams** – our new way of setting Homework Assignments.

Using Teams

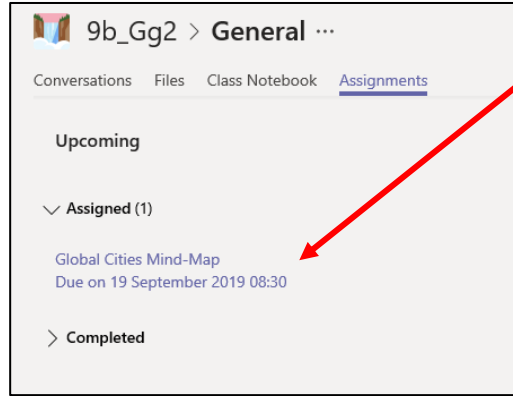
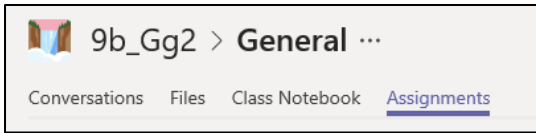
Click on the Teams icon. It will open up for you looking like this – it will show all your 'Teams' – or classes:



When you click on a team you then get this view, which will look slightly different for each 'Team' depending on what you teacher has set up.

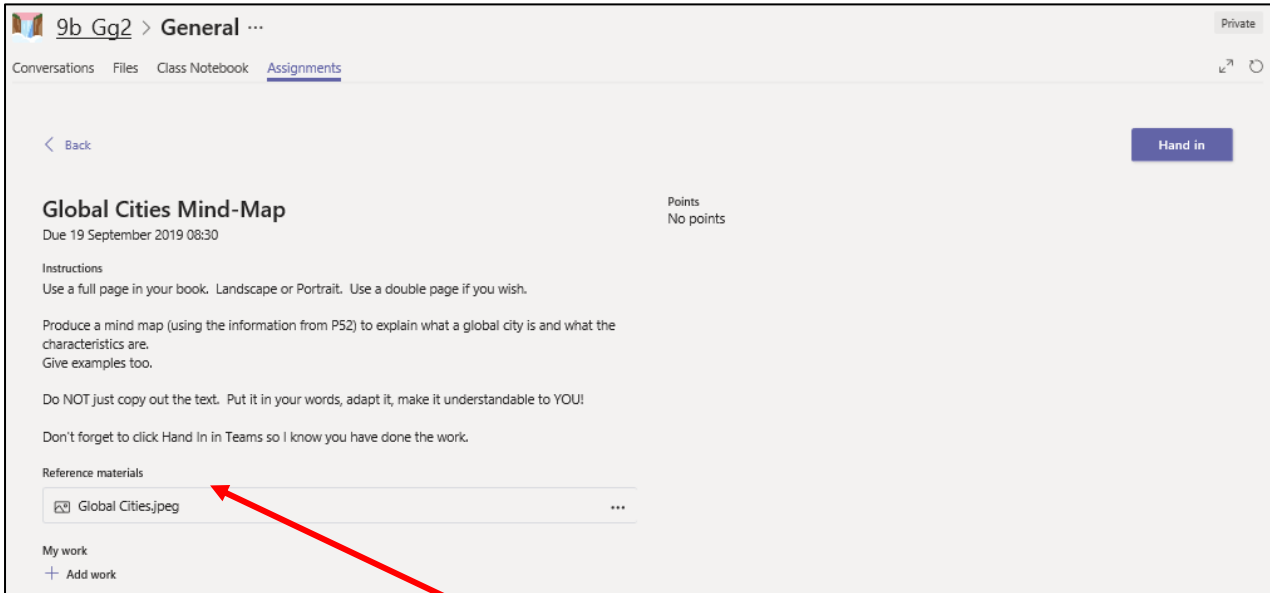
They will show you around their 'Team' to show you what they would like you to access – whether it is conversations within the team or files that they have put in the team for you to access etc.

How do I get to my Homework? Click on Assignments.

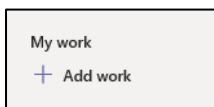


You will then see all the assignments for that Team

Click on the Assignment to see the instructions:



- You can also see any **'Reference Material'** – this may be a document you need to use for the assignment, or a page of a text book, or a link to a website or an online quiz.
- There is a button for **'My Work'**



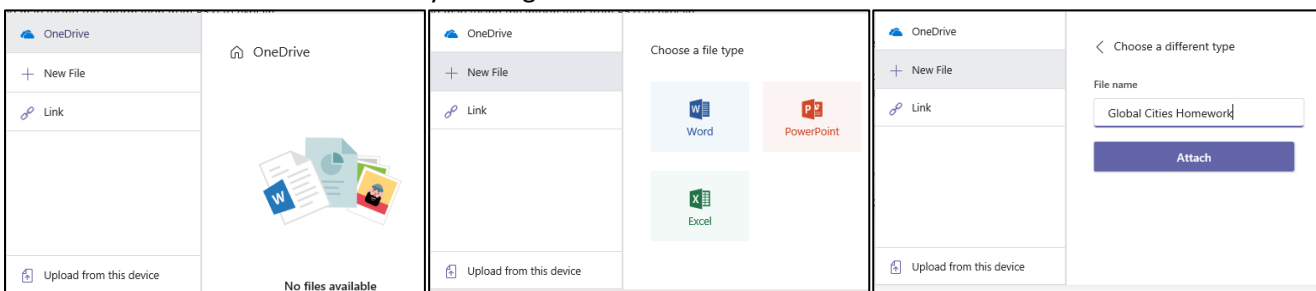
- This is where you can hand in anything your teacher has asked you to do electronically – they may have given you a template to start your work or a worksheet to complete etc. Click Add Work and then upload the work you have done – from your One Drive or from your

Device

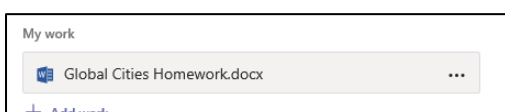
OR - Start a new file within Teams by clicking + New File.

THEN...

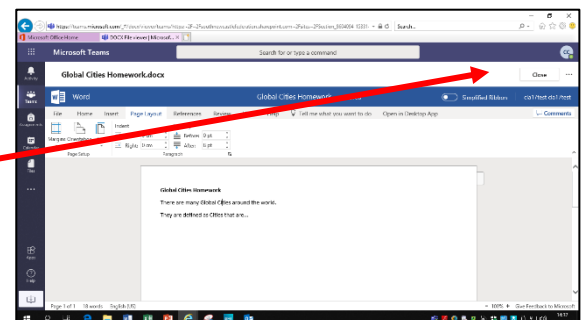
Name the file and click 'Attach':



It will put the file here in **'My Work'**:



Now click on it to start working on it within Teams:



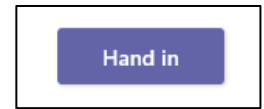
Click Close to Close the Document:



If you haven't finished it you can come back to it later by clicking on the document again within 'My Work' on the Assignment.

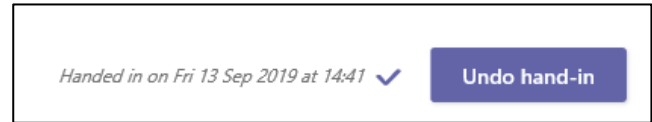
Handing in Your Work

- Whether you are handing in something electronically or completing a task in your book you **MUST** click 'Hand In' to let your teacher know you have completed the homework.
- This will also send any electronic documents to them for marking.

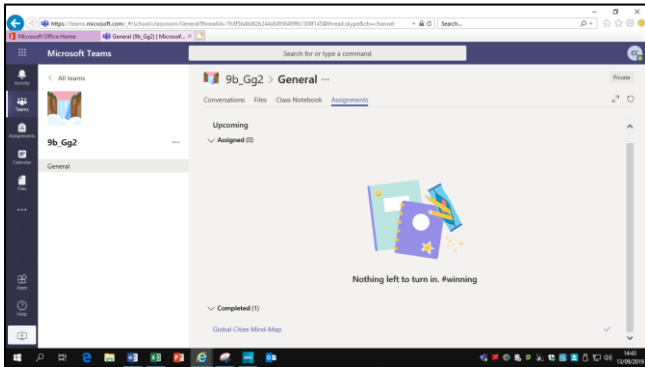


You will then see this to show you have handed it in

- You can also 'Undo Hand-In'
- If you have forgotten something or want to change it
- OR when your teacher reviews your work and asks you to do some DIRT.

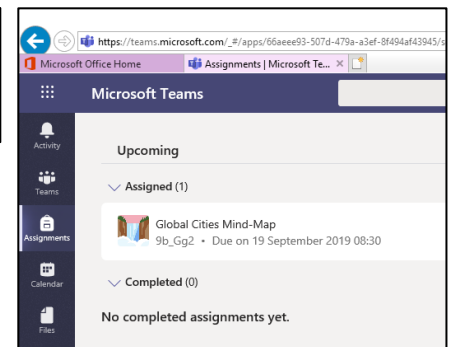
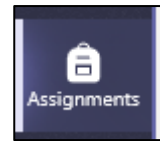


It will also show in your Assignments area under completed – and this message will show when you are all up to date!



Accessing ALL your assignments at once

Rather than going into each 'Team' to get your assignments you can click the Assignments Icon on the side bar (*you have to gently drag up from the bottom of an iPad – where these side bar icons are displayed – and another menu appears with assignments in it*)

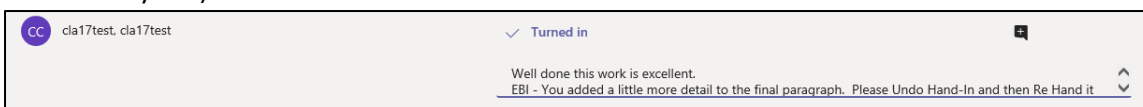
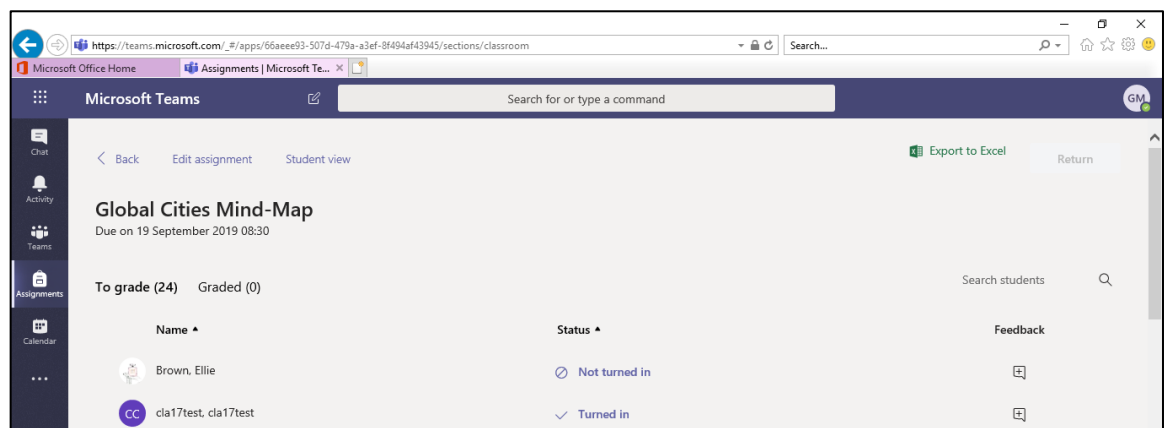


This will show all of your assignments from all your classes. Click on these to access them the same way. *As this is a test it is only showing that one assignment.*

How does the Teacher Know if you have done your work?

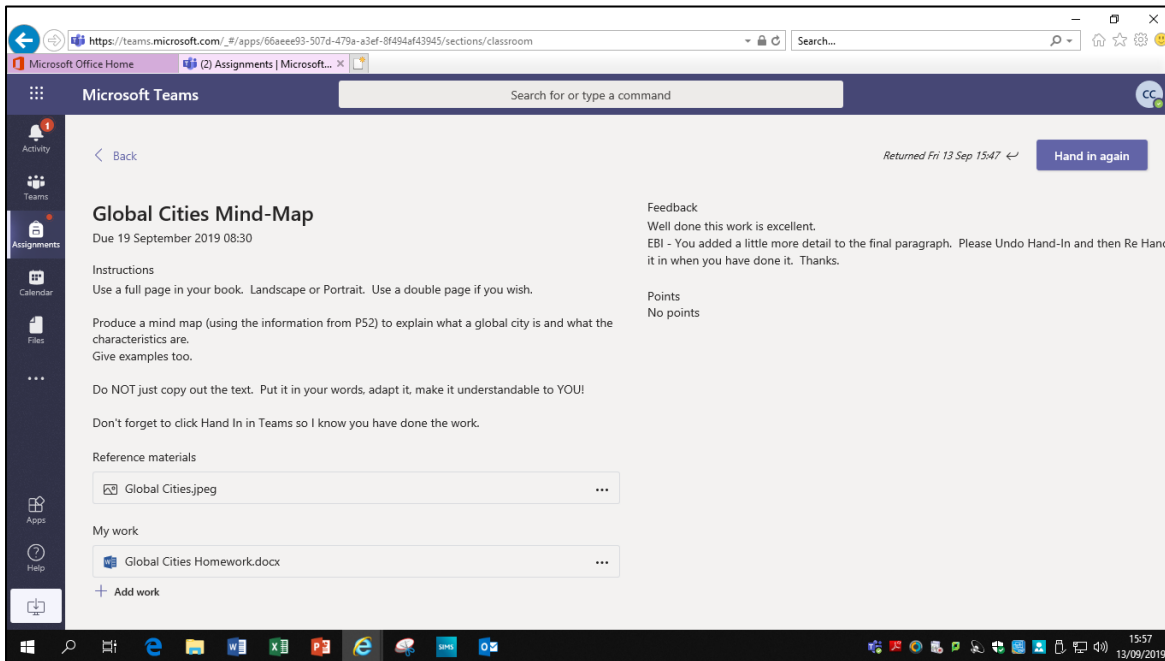
Teachers see their Assignment Screen with all the students. Showing who has and who hasn't handed their work in:

They can then add feedback (they may give feedback in another way too)



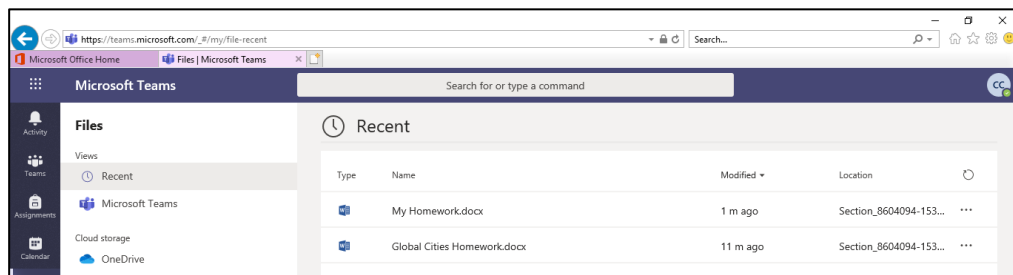
Or they could mark the work electronically and then 'Return' it to the student. By clicking the return button (only teachers can see this button)

When you log in you will then be able to see the feedback from the teacher:

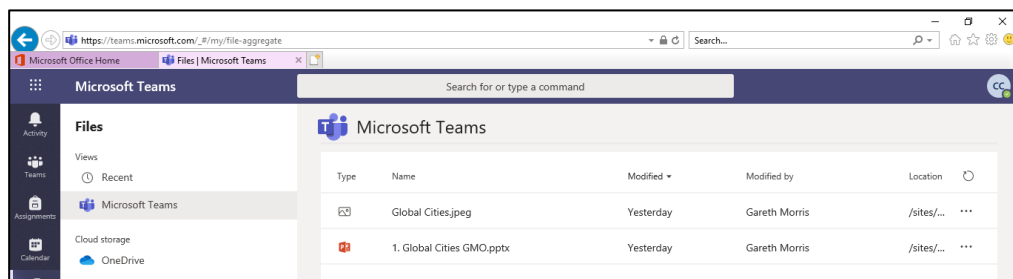


Files Section – This is also useful

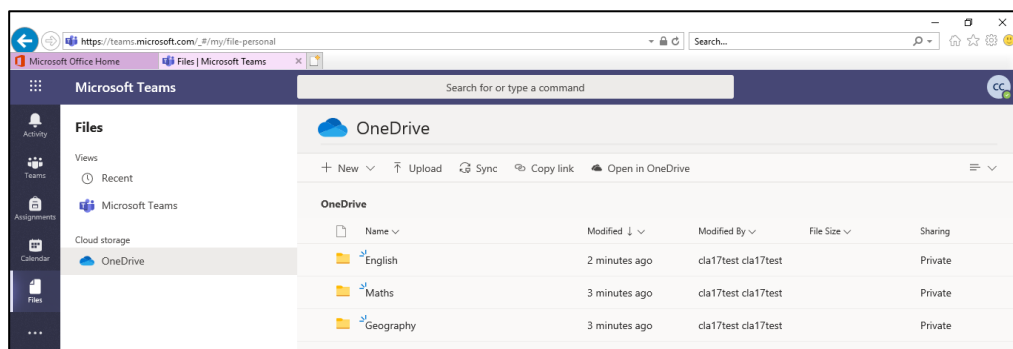
Recent: Shows the files you have worked on in Teams.



Microsoft Teams: Shows those files available within your teams – but it may be quicker to get them from here than the actual Team.

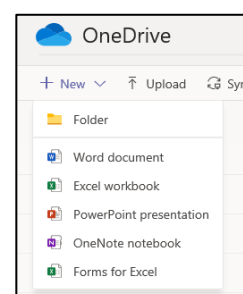


One Drive: Shows the files you have in One Drive – you can see three subject folders have been created



You can click +New

To Create New Folder but also to start new documents (do this from within the correct subject folder though) These will then be available for you to 'Upload' to your Assignments.



Parents

Ask your child to sign in to Teams and check what assignments are due, overdue and completed.